



## **Drug and Alcohol**

### **1. PURPOSE**

This policy establishes the expectations for the compliance of Northern Pennsylvania Regional College (“NPRC” or the “College”) with federal requirements and regulations related to the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act of 1988.

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to all NPRC students, faculty (full- and part-time), administrators, staff, employees, vendors, contractors, visitors, volunteers, and others who interact with students on behalf of the College.

Policy guidelines apply to any educational activities at NPRC Administrative Center(s), NPRC Education and Training Center(s), Instructional Location(s), Instructional Site(s), and any other location at or means by which training or education occurs, including in-person, virtual, or online instructional delivery. The policy’s scope includes, but is not limited to, activities supported or sanctioned by the College online or at facilities and properties utilized by NPRC which may not be directly owned or controlled by the College.

### **3. REFERENCES**

- 3.1 INDX-1110-01: Master Policy Index
- 3.2 CLDR-1110: Policy Review Schedule
- 3.3 NPRC-3235: Behavioral Code of Conduct for Students,  
<https://regionalcollegepa.org/nprc-policies/>
- 3.4 NPRC-3311: Instructor Code of Conduct
- 3.5 NPRC-2405: Employee Personal Leave of Absence
- 3.6 NPRC-2103: Corrective Action
- 3.7 PROC-3235: Behavioral Code of Conduct for Students
- 3.8 NPRC Student Handbook
- 3.9 NPRC Academic Catalog,  
<https://regionalcollegepa.org/college-catalog/>

3.10 H.R. 3614 – Drug-Free Schools and Communities Act of 1989,

<https://www.congress.gov/bill/101st-congress/house-bill/3614#:~:text=There%20are%203%20summaries%20for%20H.R.3614.%20Bill%20summaries,Act%29%20to%20revise%20funding%20distribution%20for%20certain%20programs>

3.11 H.R.4719 – Drug-Free Workplace Act of 1988,

<https://www.congress.gov/bill/100th-congress/house-bill/4719>

3.11.1 Reportable Offense enumerated under 24P.S. §1-111(e)

<https://codes.findlaw.com/pa/title-24-ps-education/pa-st-sect-24-1-111.html>

3.11.2 [Arrest/Conviction Report and Certification Form – PDE-6004](#)

3.11.2.1 (Under Act 24 of 2011 and Act 82 of 2012).

3.12 P.L.233, No. 64 - The Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972

<https://www.legis.state.pa.us/WU01/LI/LI/US/HTM/1972/0/0064..HTM>

3.13 PDE Form 6004

<https://www.education.pa.gov/Educators/Clearances/Laws/Pages/Act24.aspx>

## 4. DEFINITIONS

4.1 A Controlled Substance is a drug or chemical whose manufacture, possession, or use is regulated by government, such as illicitly used drugs or prescription medications that are designated by law.

4.2 Facility/ies and Facility Property/ies refer to any NPRC Administrative Center(s), NPRC Education and Training Center(s), Instructional Locations, Instructional Sites, or other physical space utilized by NPRC which may not be directly owned or controlled by the College at which any College activity, educational or otherwise occurs.

4.3 Educational Activities are College-sanctioned or College-associated events, meetings, or gatherings of students which include, but are not limited to, class meetings; field experiences; trainings; club or committee meetings; entertainment, sporting, or other recreational events; seminars; presentations; or other educational events, whether scheduled or impromptu.

## 5. POLICY

5.1 The College prohibits the manufacture, use, possession, or distribution of illegal drugs, controlled substances and/or alcoholic beverages except as expressly permitted by law or outlined by this policy.

- 5.1.1 An exception to 5.1 is the legal use of alcohol on College premises or during official College activities when it is limited to special occasions specifically and expressly approved by the President of the College.
- 5.2 Employees and students with questions or concerns about substance abuse or alcohol abuse are encouraged to contact a counselor at the Employee Assistance Program (EAP) or other resource designated by the College.
- 5.3 It is the responsibility of each employee and student to seek assistance from internal or external resources before drug and alcohol problems lead to disciplinary action. Once a violation occurs, subsequent use of resources should not be assumed to lessen disciplinary action.
- 5.4 Employees and students of the College must comply with the laws of the Commonwealth of Pennsylvania and the federal government regarding the possession and consumption of controlled substances. Any violation of these laws or regulations on or off College facilities may be grounds for College disciplinary sanctions.
- 5.5 As applicable to NPRC educational programs, a student convicted of a drug-related offense must notify the College within 72 hours of arrest or conviction. Such students will report a conviction to the Director of Student Services or Director of Workforce Development, as applicable to specific NPRC educational programs and based upon whether the student involved is an academic or workforce development student.
  - 5.5.1 Students are expected to review all requirements for self-reporting within course syllabi, college catalog, or applicable program handbooks.
- 5.6 The College requires current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act.” Employees will report a conviction to the Director of Human Resources via email, hand-delivered written notice, or through submission of the Arrest/Conviction Report and Certification Form (PDE-6004) as referenced in this policy.
  - 5.6.1 Prior to submitting a written notice; current and prospective employees and students should review [“The Controlled Substance, Drug, Device and Cosmetic Act”](#) for a complete listing of applicable offenses.
- 5.7 Information, as specified by H.R.3614 (The Drug-Free Schools and Communities Act of 1989) and H.R. 4719 (The Drug-Free Workplace Act of 1988), will be provided to students and employees via annual distribution as outlined in PROC-1040-01: Drug and Alcohol.
- 5.8 An employee may, of their own volition, disclose a drug or alcohol problem before job performance is affected and may be eligible to take a leave of absence in accordance with NPRC-2405: Employee Personal Leave of Absence.
- 5.9 Any employee who violates this policy may be subject to disciplinary action up to and including suspension, suspension without pay, termination, and may be required

to participate in a substance abuse assistance or treatment program as agreed upon between the Human Resources Department and the Employee Assistant Program provider.

- 5.10 Any student(s) who violates this policy may be subject to disciplinary action as outlined in NPRC-3235: Behavioral Code of Conduct for Students and PROC-3235: Behavioral Code of Conduct for Students, the policy and process, respectively, for the Behavioral Code of Conduct for Students.

## **6. RESPONSIBILITIES AND TIMELINES**

- 6.1 Instructors, employees, and students are responsible for reporting conduct that is believed to be in violation of this policy as outlined in PROC-1040-01.
- 6.2 The Director of Student Services, Director of Workforce Development, or the Director of Human Resources, as applicable, is responsible for the execution of this policy and its respective resolution processes as outlined in PROC-1040-01.
- 6.3 The Vice President of Academic and Student Affairs and the Vice President of Finance and Operations, as applicable, are responsible for the oversight and administration of this policy.

## **7. REVIEW STATEMENT**

Review of this policy will occur in alignment with CLDR-1110-01: Policy Review Schedule.

## **8. SIGNATURES**

*Signature on File*

_____	_____
Chairperson, Board of Trustees	Date

*Signature on File*

_____	_____
President	Date